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**OFFICE OF PUBLIC INSTRUCTION**

STATE CAPITOL  
HELENA, MONTANA 59620  
(406) 444-3095

Nancy Keenan  
Superintendent

APR 29 1989

November 3, 1989

STATE DOCUMENTS COLLECTION

**PLEASE RETURN**

MAR 29 1990

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HELENA, MONTANA 59620

To: School District Personnel  
From: Sue Dandliker, <sup>S.D.</sup> Accreditation Specialist  
Re: Timeline Guide for Montana School Accreditation Standards

Enclosed is a timeline guide of the accreditation standards which became effective 7/1/89. This document has been developed by the accreditation department of the Office of Public Instruction. It has been provided as a resource while conducting workshops.

The guide outlines those standards with revisions or new mandates by year, rule number, page number to be located within the standards manual and is color coded for your convenience. This document has been reviewed by Claudette Morton, Executive Secretary, Board of Public Education for accuracy. Please feel free to duplicate this material for further distribution within your district as you review the standards.

Also, a draft copy of the suggested criteria for advice or deficiency status has been included for your review. The superintendent's Accreditation Standards Advisory Committee will make final recommendations at its November meeting. The criteria has been somewhat modified but is not, in fact, greatly modified from the past criteria. This criteria will be used for the 1989-90 school year only. Each school year, as new standards become effective, the criteria will be revised. Should you have any comments, I would appreciate hearing from you. As this criteria is finalized and approved also by the Board of Public Education, a copy will be distributed to all school districts.



Standards taking effect beginning 7/1/89

Pertain to rules:	601 (3,4)	706
	603 (2)	707 (4)
	604	710 (3)
	605	711 (2.b)
	701	714 (2.a)
	702 (1.e)	906
	705 (1.b)	907

**Rule 601.3** - A preliminary plan must be filed with the Office of Public Instruction by December 1. This "form" will be provided with the Fall Accreditation Report by the Office of Public Instruction to all public school districts. The preliminary plan will show how the school has organized its planning efforts. (Page 2)

- Who will be involved?  
administrators, teachers, board members, community members, students.
- How will you organize?  
workshops, in-service, meetings.

**Rule 601.4** - Schools are required to maintain present programs that meet current standards until such standards are superseded. (Page 2)

**Rule 603 - Curriculum Development and Assessment -**

**Section 2** - The school district shall establish curriculum and assessment development processes as a cooperative effort of teachers, trustees, administrators, students, parents and community. (Page 3)

**Section 3** - By September 15, 1991, the school shall begin the curriculum development process in at least one program. By the school year 1999-2000, all programs must be in alignment with the curriculum development process. (Page 3)

**Section 5** - Not later than the year immediately following the completion of a written sequential curricula in a subject area, the school shall develop an assessment process for the subject area. Once begun, the assessment process for that subject area must be in place within two years. By the school year 2000-2001, all programs must be in alignment with the assessment process.





**Rule 604** - Alternative standard, (i.e. distance learning - page 15) - must be approved prior to its incorporation by the school district. Approval is granted for one year on initial application with renewal approval of up to five years. Application is made through the Office of Public Instruction, Accreditation Department, and approval/denial is the authority of the Board of Public Education. (Page 4)

**Rule 605 - Categories of Accreditation (Page 4)**

Formerly there were three categories of accreditation. Effective 7/1/89 there are four categories: Regular accreditation with no note of deviations; Regular accreditation with note of minor deviations; Accreditation with advice; Accreditation with deficiency status (formerly probation).

**Note:** a time requirement of two years has been implemented within the advice status and will then move a district into an accreditation with deficiency status. A second year of advice status will require the district to submit an improvement plan to the Office of Public Instruction. Deficiency status will require the district to submit an improvement plan and the school administrator and chair of the board of trustees may be required to come before the Board of Public Education.

\*\*\*Note - H.B. 28 gives the Board of Public Education the authority to withhold equalization funding if rules adopted by the BPE are not met.

**Rule 701 - Board of Trustees (Page 5)**

**Section 2** - Board of trustees will review the state accreditation standards annually and provide a copy for staff and public review in each school building.

**Rule 702.1.e** - District Superintendent must collect and summarize district-wide information, including student performance data. (Page 5)

**Rule 705 - Assignment of Building Administrators (Page 6)**

**Section 1.b** - This standard has been modified to read " ... the superintendent shall devote half time in "each" school to administration and supervision." This will no longer allow a superintendent serving in a district with over 50 but less than 150 students to teach in addition to administrative duties.

**Rule 706 - Teacher Involvement** - Teachers are to be involved in curriculum development and student assessment. (Page 7)



**Rule 707 - Certification (Page 7)**

(4) An instructional aide assigned to a classroom shall be under the direct supervision of that classroom's teacher. **Direct supervision** means that the aide must be responsible to a certified teacher who has the legal authority to give grades, etc., for a group of students. The legal teacher must be present at school while the aide is fulfilling his/her responsibilities and must not be simultaneously assigned to another teaching duty.

**Rule 710 - Assignment of Guidance Staff (Page 9)**

(3) A minimum of one full-time counselor must be provided for each 400 high school students (including 7-8 if high school funding is received). The counselor/student ratio shall be prorated.

**Rule 711 - Class Size and Teacher Load (Pages 9 & 10)**

2.b - Teacher aides are mandatory when class size or teacher load exceed the standards - alternative standard must be applied for and approved by BPE.

**Rule 714 - Professional Development (Page 10)**

2.a - The district's plan must include goals and objectives appropriate to the professional development needs of teachers, administrators, school trustees, and all other school personnel.

**Rule 906.lb - Unit - High School, Grades 7 & 8. (Page 15)**

A unit of credit has been changed from requiring a "Lab" of 250 minutes to all units requiring 225 minutes per week for one year.

**Rule 907 - Distance Learning. (Page 15)**

...if used as part of the instructional program, an alternative standard must be applied for through OPI and approved by the Board of Public Education. Refer to attachment.





Standards taking effect 7/1/90

Pertain to rule: 601

**Rule 601 - Accreditation Procedures (Page 2)**

The preliminary plan as provided by OPI with the accreditation fall report will show how the school will meet those standards which become effective in subsequent years. Plans must be submitted by December 1. This will be the second preliminary plan required to be submitted by the districts.



Standards taking effect 7/1/91

Pertain to rules: 603 (3,5)  
701 (d,h,i,j,k,l,4,7 & 9)  
801  
803

**Rule 603(3) and (5)- Curriculum Development and Curriculum Assessment** - By September 15, 1991, schools shall begin a curriculum development process in at least one program. Districts must continue to align programs until the school year 1999-2000 when all programs must be completed. District must submit a finalized plan by this same date to OPI designating the subject areas to be considered each year and the anticipated completion. Any variation must be approved by the Board of Public Education. An **assessment process** of that curriculum area must begin immediately following the completion of a written sequential curricula no later than the next school year. Once begun, the assessment process must be in place within two years until completion of all program areas with assessment processes by the school year 2000-2001. (Page 3)

**Rule 701 - Board of Trustees - Policies (Page 5)**

Refer to Rule 701: (3) d,h,i,j,k,l  
(4),(7) and (9)

New policies include student assessment procedures, student transfer for appropriate placement of incoming students, copyright, academic freedom, materials selection policy including a challenge procedure and facilities use.

- (4) All policies must be reviewed on a regular basis.
- (7) Board of trustees shall consider ways to establish conditions that contribute to a positive school climate and morale.
- (9) District shall conduct a self-evaluation program at least every ten years.

**Rule 801 SCHOOL CLIMATE** - board of trustees shall consider ways to improve school climate. (Page 11)

**Rule 803 LEARNER ACCESS (Page 12)**

Section (h) - The board of trustees shall consider ways to identify, using the school's own criteria, students who may be at risk, in need of special services, bilingual training or who are otherwise exceptional.



**STANDARDS TAKING EFFECT IN 1992**

Pertain to rules:	603 (5,6)	713 (2c,d,4,5)
	704 (3-7)	804
	705 (2-4)	904 (3,4)
	712 (2.a)	905 (2)

**Rule 603.5 - Assessment** - Curriculum development in at least one program area must begin by September 15, 1991 - An assessment process for that subject area must begin the school year immediately following the curriculum development of that subject area (to be completed within a two-year period). All assessment of subject areas must be completed by 7/1/2000.  
(Page 3)

**Rule 603.6 - Follow-up Studies** - Schools shall conduct follow-up studies of graduates and students no longer in attendance. Study results shall be considered in curriculum development and shared with staff and school consultants.  
(Page 4)

**Rule 704 - District Superintendents** (Page 6)

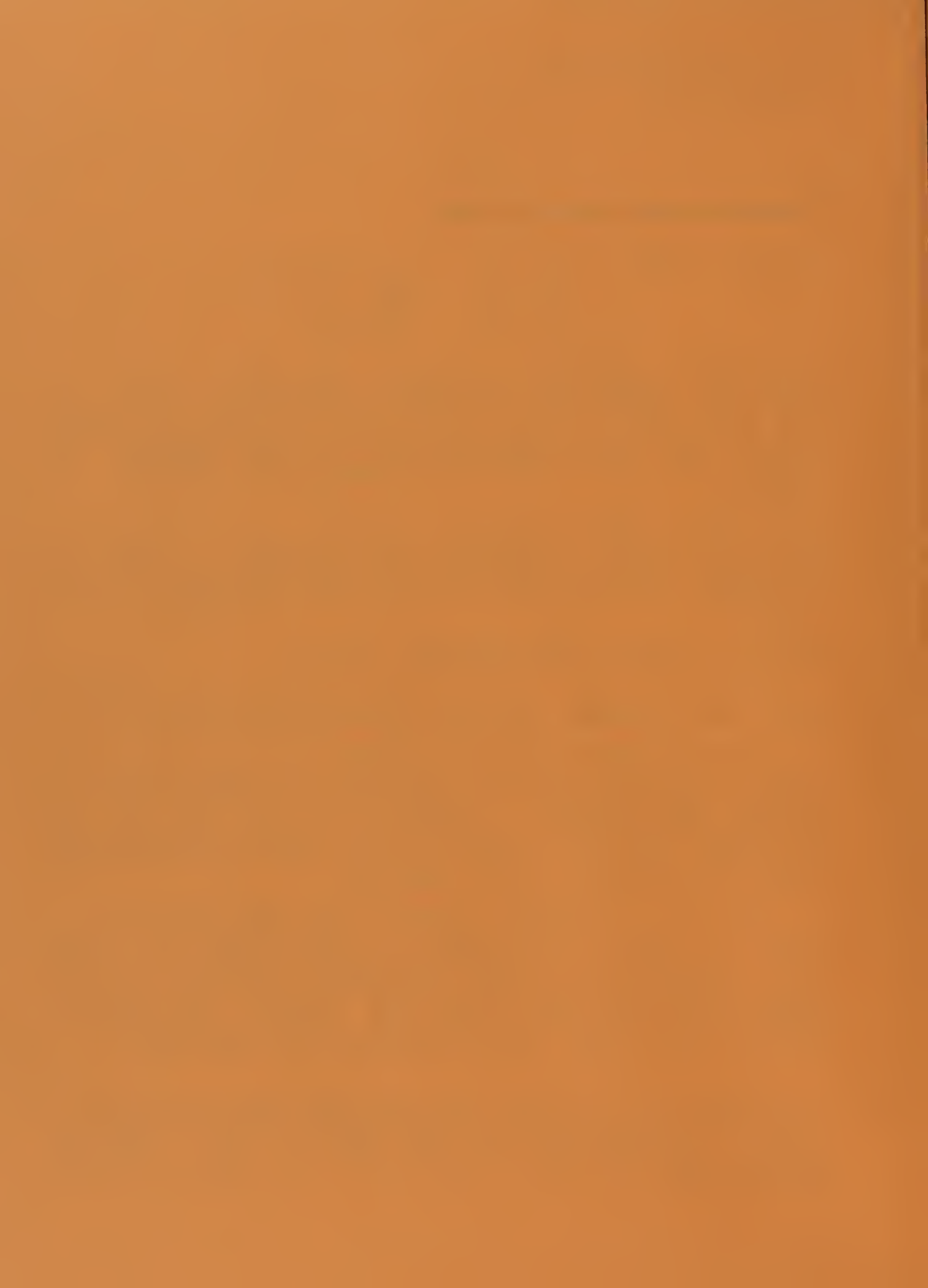
**Sections 3,4 and 5** - districts falling within these categories shall employ at least a half-time district superintendent.

Section 3 - An independent elementary district with 4-11 FTE certified staff shall use the county superintendent or employ at least a half-time district superintendent in addition to the building administrator. If properly certified, one full-time individual may fulfill the position of district superintendent and building principal. (This is interpreted to mean only where a half-time principal would be required.)

Section 4 - A combined elementary-high school district or a county high school district with 4-17 FTE certified staff shall employ at least a half-time district superintendent in addition to the building administrator. If properly certified, one full-time individual may fulfill the position of district superintendent and building principal. (This is interpreted to mean only where a half-time principal would be required.)

Section 5 - A combined elementary-high school district or a county high school district or an independent elementary district with 18-29 FTE certified staff shall employ at least a half-time district superintendent in addition to the required building administrator.





**Section 6** - districts falling within this category shall employ a full-time district superintendent.

**Section 6** - A combined elementary-high school district or a county high school district or an independent elementary district with 30 or more FTE certified staff, or 551 or more students, shall employ a full-time district superintendent.

**Section 7** - Any district with 100 or more certified FTE shall employ a full-time curriculum coordinator to supervise the educational program.

**Rule 705.2 - Building Administrators** - (Page 7) The number of required building administrators will change. Determination will be made by the number of certified staff and/or enrollment per school.

- Schools shall employ appropriately endorsed building administrators as follows:

a) A supervising teacher/county superintendent for schools with less than 4 FTE certified staff

b) .5 FTE for schools with 4-17 FTE certified staff (currently under review).

c) 1 FTE for schools with 18-29 FTE certified staff or 250-550 students.

d) 2 FTE for schools with 551-1050 students.

e) 3 FTE for schools with 1051-1550 students.

f) 4 FTE for schools with 1551-2050 students.

g) 5 FTE for schools with 2051 or more students.

**Rule 712.2a - Class Size** - (Page 10) The maximum class size in single-grade rooms for kindergarten through grade 2 will be 20 students.

**Rule 713.2c - Class Size** - (Page 10) Schools that receive high school rates for grades 7 and 8 and high school shall have a maximum of 30 students in **health enhancement and typing classes**.

**Section 2d**- (Page 10) Lab/studio class size shall be limited for safety purposes. The number of students shall be determined through consultation with the teacher, considering the number, size and use of lab stations.

**Section 4** - (Page 10) Teachers shall be assigned no more than 150 students per day. (up until this time it is 160 students)

**Section 5** - (Page 10) Teachers with a significant writing program (as determined by the local board of trustees) shall have a maximum student load of 100.



**Rule 804 - Gifted and Talented** - (Page 12) Districts shall make an identifiable effort to identify and provide educational services to gifted and talented students. CURRENTLY UNDER review BY BPE.

**Rule 904.3 - High School Offerings** - (Page 14) High schools must offer as a basic education program at least 20 units of course work.

**Section 4** - (Page 14) High schools must offer 2 units of second language.

**Rule 905.2 - Graduation Requirements** - (Page 15) All graduating students will be required to complete 13 specific units and 7 elective units.

The 13 specific units are:

- 4 units of English language arts
- 2 units of mathematics
- 2 units of social studies
- 2 units of science
- 1 unit of health enhancement (1/2 unit each year for two years)
- 1 unit of fine arts
- 1 unit of voc./practical arts





**STANDARDS TAKING EFFECT IN 1994**

Pertain to rules:	709	902
	710	903

**Rule 709.2 Library/Media Services, K-12** - (Page 9) Library/media staffing is increased. EACH school shall have a full-time or part-time certified school library/media specialist with a K-12 endorsement. Districts can apply for an alternative to the standard.

**Rule 710 - Assignment of Guidance Staff** - (Page 9) Elementary level (K-8) will require one counselor for 400 students. Districts can apply for an alternative to the standard. If your district receives 7-8 funding at the high school rate, refer to section 710.3 as this level also requires 1 counselor to 400 students (in addition to the elementary students) or you can combine the 7-8 with the 9-12 students to a total 7-12 enrollment requiring 1 to 400.

**Rule 902 and 903** - 7/8 and junior high and middle school - must offer a second language. (Pages 13 and 14)

**BEGINNING 7/1/99** - ALL CURRICULUM WILL BE DEVELOPED AND ON LINE

**BEGINNING 7/1/2000** - ASSESSMENT MUST BE COMPLETE AND IN PLACE



1 source of school revenue.

2 (3) The board of public education may order the  
3 superintendent of public instruction to withhold  
4 distribution of state equalization aid or order the county  
5 superintendent of schools to withhold county equalization  
6 money from a district when the district fails to:

7 (a) submit reports or budgets as required by law or  
8 rules adopted by the board of public education; or

9 (b) maintain accredited status.

10 (4) Prior to any proposed order by the board of public  
11 education to withhold distribution of state equalization aid  
12 or county equalization money, the district is entitled to a  
13 contested case hearing before the board of public education,  
14 as provided under the Montana Administrative Procedure Act.

15 (5) Should a district receive OR COUNTY receives  
16 more state equalization aid then it is entitled to, the  
17 county treasurer must shall return the overpayment to the  
18 state upon the request of the superintendent of public  
19 instruction in the manner prescribed by the department of  
20 commerce.

21 (6) The first FOUNDATION PROGRAM payment of  
22 state-equalization-aid each-district's-foundation-program  
23 amount AND A-GRANTING GUARANTEED TAX BASE AID PAYMENT must  
24 be:

25 (a) based on an estimate of 20% of each-district's THE

1 entitlement OF EACH DISTRICT OR COUNTY end

2 (b) distributed by July 15 of the school fiscal year.

3 (b) Each subsequent monthly payment must be at least  
4 7% of the district's-amount ENTITLEMENT OF EACH DISTRICT OR  
5 COUNTY."

6 Section 39. Section 20-9-346, MCA, is amended to read:  
7 "20-9-346. Duties of the superintendent of public  
8 instruction for state equalization aid distribution. The  
9 superintendent of public instruction shall administer the  
10 distribution of the state equalization aid by:

11 (1) establishing each-district's THE annual  
12 entitlement OF EACH DISTRICT AND COUNTY to state  
13 equalization aid in-support-of-its-retirement-fund-end  
14 foundation-program, based on the data reported in the budget  
15 retirement and general fund budgets for each district that  
16 has have been duly adopted for the current school fiscal  
17 year and verified by the superintendent of public  
18 instruction and by applying such the verified data under the  
19 provisions of the state equalization aid allocation  
20 procedure prescribed in 20-9-347;

21 (2) recommending to the board of public education the  
22 amount entitlement of all districts AND COUNTIES to state  
23 equalization aid to enable the board of public education to  
24 order the distribution of state equalization aid;

25 (3) distributing by state warrant OR electronic



Rule 701(3) Board of Trustees (page 5) *Policies*

- (3c) Sequential curricular for each program area that addresses learner goals. *(effective 7/1/2000)*
- (3d) Student assessment procedures policies (Must specify how and when data will be collected, analyzed and reported).
- (3h) Transfer policy for appropriate placement of incoming students.
- (3i) An academic freedom policy.
- (3j) A materials selection policy, including a challenging procedure, for all curricular and support materials.
- (3k) A copyright policy.
- (3l) A policy that defines use of school facilities and resources.





**RULE 10.55.711 GENERAL: CLASS SIZE AND TEACHER LOAD** (1) These standards do not require a minimum class size at any grade level or for any subject offered. One pupil may be considered a class.

(2) Schools wishing to exceed class sizes and/or teacher loads shall seek the approval of the board of public education. In determining those variations the following will be considered:

(a) To allow students to progress at their own rate, schools may consider using nongraded classrooms.

(b) Teacher aides are mandatory when class size or teacher load exceed the standards, unless the teaching methods and the quality of instruction can be shown to nullify the effect of larger class size on student performance.

(c) The use of certified personnel who are endorsed in specialized K-12 areas. (Eff. 7/1/89)



Due: March 1

## PURPOSE

It is the purpose of Rule 10.55.604 (Alternative Standard) to provide schools an opportunity to replace or modify any accreditation rules (with the exception of certification or rules pertaining to law) in **Montana School Accreditation Standards** with a rule that has been developed to better meet the educational need of the school(s) or district involved. The intent of Rule 10.55.604 is to allow locally initiated proposals that better reflect the unique individuality of each district as well as foster innovative approaches to solving educational problems.

## CRITERIA

The major consideration in determining if a proposed alternative would be acceptable is whether the proposed change or modification shows clearly how it will **equal or better** what is accomplished by the present minimum accreditation rule(s).

## APPLICATION PROCEDURES

1. Submit your alternative standard to the Office of Public Instruction Accreditation Department on or before **March 1**. Application and approval must be made for an alternative standard **prior** to its incorporation within the school program.
2. Include all items noted in **application format** section. The accreditation personnel of the Office of Public Instruction will, if requested, provide assistance in the development of this proposal.
3. Submit the application on or before **March 1** for review and recommendation for approval/denial to the Board of Public Education.
4. Final approval/denial will be determined by the Board of Public Education at its **April/May** meeting. All schools will be notified by the Office of Public Instruction.
5. **Initial approval** will be effective for a one-year period. The district must re-apply for a possible five-year approval.
6. **Distance Learning**—Districts wishing to use distance learning must apply for an alternative standard. Please refer to Rule 10.55.907 for specific requirements.

## APPLICATION FORMAT

On a separate sheet, please respond to the following areas:

1. List the presently accepted accreditation rule(s) which will be replaced or modified with an alternative rule(s). Use the number of the rule(s). Explain how you are presently meeting these rule(s).
2. Explain your proposed alternative rule(s) and how this alternative approach will **equal or better** what you are now doing to meet the accepted rule(s) listed in number one above.
3. You should list at least one specific, measurable objective for each alternative rule which clearly shows how the proposed alternative rule will **equal or better** what is presently being accomplished in your school(s) or district.
4. Explain how you will evaluate each objective stated in number three above.





State of Montana  
Nancy Keenan, Superintendent  
Office of Public Instruction  
Helena, MT 59620

PRACTICAL ARTS  
(i.e., Computer Education)  
APPLICATION

Due: June 1

The following criteria has been established to allow computer education as a practical arts offering in grades 7 and 8 as listed in Rule 10.55.902.5(h) and Rule 10. 55.903.2(h).

1. An outline of the course must be submitted to the Office of Public Instruction (OPI) Accreditation Department.
2. A determination will be made to see whether the course content meets the vocational educational intent.
  - a. Topics that are consistent with this concept are keyboarding skills, word processing, use of data bases, spread sheets, and the use of the computer in any way to support further study of home economics, industrial arts, business education, marketing or agriculture.
  - b. Topics that are not consistent with this concept are computer literaacy (i.e., history of computers, how computers work, etc.), computer programming or the student use of software which is supportive of other curriculum areas (e.g., mathematics, English, science. etc.).



In approving a program of a school to meet accreditation Rule 10.55.902, the Office of Public Instruction (OPI) will use as a guide, the following process:

1. Application from the school district must be received by the Office of Public Instruction, Accreditation Department, by **March 1**. Approval or provisional approval must be granted prior to incorporation of a middle school program. Materials to be reviewed shall include:
  - a. completed application form
  - b. class schedules
  - c. curriculum guides
  - d. variance approval from OPI to 90 student requirement if previously approved
2. A committee of OPI personnel will be formed to review application materials.
  - a. Evaluation of materials shall be made in accordance with the actual requirements of Rule 10.55.902.
3. The committee will make a recommendation of approval/denial to the Superintendent of Public Instruction.
4. Recommendations shall include three categories:
  - a. Approval (total requirements are met)
  - b. Denial (specific reasons for denial will be given)
  - c. Provisional Approval (one year)
    - 1) Initial on-site visitation by OPI personnel will be established with the school district.
    - 2) A chairperson will be assigned from OPI personnel to continually work with the district throughout the year to provide assistance, inservice, and to help the school district personnel develop a middle school program that will meet all the requirements of Rule 10.55.902.
    - 3) OPI and the school district personnel will present their overviews of the middle school program to the Board of Public Education at the scheduled April/May meeting following the initial "provisional" approval.
    - 4) Following the April/May meeting of the Board of Public Education, the Office of Public Instruction will notify school districts of approval/denial of official middle school status.



Due: March 1  
 Return to: Sue Dandliker, Accreditation Department

Elem. Dist. No. \_\_\_\_\_ City or School \_\_\_\_\_ County \_\_\_\_\_

Program offerings for grades \_\_\_\_\_ through \_\_\_\_\_ for school year 19\_\_\_\_ - 19\_\_\_\_

**Rule 10.55.902 (Program)**

Yes No

1. As defined in ARM 10.13.201, does the enrollment of grade seven and eight each have 90 students or more? If not, please write the Accreditation Department personnel requesting a variance.

\_\_\_\_\_

2. Are the following subjects and specific content included within a balanced program?

Visual Arts: art history, art criticism, aesthetic perception and production.

\_\_\_\_\_

English/Language Arts: literature, language study, reading, writing, listening and speaking.

\_\_\_\_\_

Health Enhancement.

\_\_\_\_\_

Social Studies.

\_\_\_\_\_

Mathematics: written and mental computation and problem solving.

\_\_\_\_\_

Music: general, instrumental and vocal (emphasizing comprehensive music elements, music history, criticism, aesthetic perception and music production).

\_\_\_\_\_

Physical and Life Science.

\_\_\_\_\_

Vocational/Practical Arts: (please specify) e.g., agriculture, business education, home economics, industrial arts and marketing.

\_\_\_\_\_

Exploratory Courses: (please specify) e.g., creative writing, dance, drama, foreign language, photography.

\_\_\_\_\_

3. Are cross-content and thinking skills incorporated into the school program?

\_\_\_\_\_

**Rule 10.55.709 (Librarian)**

Yes No

4. Is the library housed in a central location?

\_\_\_\_\_

5. Is the librarian endorsed?

\_\_\_\_\_

Name \_\_\_\_\_

6. Is the librarian assigned as follows:

A. 1½ hours or 2 periods per day for schools with 100 or fewer middle school students, or . . .

\_\_\_\_\_

B. 3 hours or 3 periods per day for schools with 101 to 300 middle school students, or . . .

\_\_\_\_\_

C. Full time for schools with 301 to 500 middle school students.

\_\_\_\_\_





Rule 10.55.710 (Guidance Counselor)

Yes No

7. Does the guidance counselor have a guidance and counseling endorsement?

\_\_\_\_\_

Name \_\_\_\_\_

8. Are guidance and counseling services provided at the equivalent of one counselor per 400 middle school students?

\_\_\_\_\_

Rule 10.55.708

Yes No

9. Are all teachers assigned at the levels and in the subjects for which their certificates are endorsed?

\_\_\_\_\_

10. In addition to the school administrator, do you employ a sufficient number of FTEs to allow for varying instructional patterns including, but not limited to teaming, core curriculum and departmentalization?

\_\_\_\_\_

11. Attach a proposed master schedule that indicates:

A. Full names of teachers, librarians, counselors and administrator(s).

B. Number and grade level of students in each subject for each period. Please indicate passing time and number of minutes per instructional period.

NOTE: Applications must include a proposed master schedule. If you anticipate staff changes and don't know new employee's name, please list present teacher's, counselor's or librarian's names. Please indicate passing time between classes and length of class periods separately.

12. Do the curriculum and related learner goals address the requirements of school program area standards?

\_\_\_\_\_

13. Total number of students served in grades seven and eight. \_\_\_\_\_

14. Total number of students served in grades \_\_\_\_\_ through six is \_\_\_\_\_.

15. Additional information or comments (if any questions were marked NO, please provide an explanation):

For further clarification, please refer to "Middle School Approval Process."

I certify that the information provided is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
School District Superintendent  
or County Superintendent if no  
District Superintendent

\_\_\_\_\_  
Date

FOR OFFICE OF PUBLIC INSTRUCTION USE ONLY

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

